

MADERA COUNTY
CORRECTIONAL SERGEANT

DEFINITION

Under direction, to supervise, assign, coordinate, review, and participate in the work of staff responsible for providing correctional facility operations, functions, and activities including operations, transportation, classification/investigation, and jail services; to answer questions and provide information to the public and inmates; to perform special job assignments; to perform the full range of Correctional Officer duties as necessary; and to do related work as required.

SUPERVISION EXERCISED

Exercises direct supervision over operations and technical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Supervises, assigns, coordinates, reviews, and participates in the work of staff responsible for providing correctional facility operations, functions, and activities including operations, transportation, classification/investigation, and jail services; provides supervision and training to assigned staff; assigns and evaluates staff work; ensures adherence to appropriate policies and procedures; provides assistance with the most difficult and complex Correctional Officer duties; oversees and participates in the preparation, completion, and maintenance of a variety of records and reports; prepares reports and necessary correspondence; maintains specialized information and records required by Department functions; assists with budget development, preparation, and expenditure control; assumes responsibility for jail security and the safety of Department personnel, inmates, and the public; coordinates and executes appropriate response to emergency situations; receives, books, searches, photographs, and fingerprints prisoners; supervises prisoner conduct during booking procedures, meals, work assignments, and other activities and while detained in cells; takes periodic counts of prisoners; supervises cleaning assignments and inspects facility; initiates and participates in inmate disciplinary procedures; supervises visitors; monitors cameras; escorts prisoners during movement between modules and/or facilities; screens inmate files; prepares Trustee job assignments and duty rosters; conducts inmate advisory meetings; computes release information; prepares inmates for release; answers questions and provides information to the public and inmates; inventories clothing and other items; completes receipts; screens parole applications; processes civil request forms and grievances; gives phone messages to inmates; serves as the Correctional Lieutenant upon the request or absence of the Correctional Lieutenant.

When assigned to Classification/Training:

Supervises, assigns, coordinates, reviews, and participates in the work of the Classification and Investigation Unit; evaluates and classifies inmates for criminal sophistication level, medical needs, and security risk; reviews all appeals, disciplinary actions, grievances, and incident reports; investigates all criminal and gang related activities within the facility and in-custody deaths; supervises, assigns, coordinates, reviews, and participates in the work of staff responsible for investigations regarding civil litigation, pre-employment, and internal affairs; administers the Felony Own Recognizance Release Program.

When assigned to Jail Services:

Supervises, assigns, coordinates, reviews, and participates in the work of the Jail Services Unit; serves as County Parole Manager when necessary; assumes responsibility for inmate welfare and commissary purchases; purchases supplies, clothing, and other goods for prisoners and the department; coordinates work crews for outside agencies for community services; assumes responsibility for the law library; responds to inmate requests and problems; serves as Deputy County Clerk for the Department including for inmate marriages; serves as Deputy Constable for transport and related security and prisoner duties.

When assigned to Transport:

Supervises, assigns, coordinates, reviews, and participates in the work of the Transport Unit; reviews court documents; schedules transporting of inmates and ensures that inmates appear at the proper courts and other facilities; ensures the safe and secure transport of inmates to and from facilities; provides for court security; inspects all vehicles for safety and maintenance; operates firing range and qualifies officers.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operations, functions, services, and activities of a correctional facility.
Principles of supervision, training, and performance evaluation.
Pertinent Federal, State, and local laws, codes, and regulations.
Problems and issues related to the care and custody of prisoners.
Proper firearm use and maintenance.
Proper use and application of mechanical restraints, soft restraints, and chemical agents.
Basic First Aid principles and practices.

Skill to:

Operate modern office equipment including computer equipment.
Operate a motor vehicle safely.

Ability to:

Supervise, assign, coordinate, and review the work of assigned staff.
Assist with the development and preparation of the assigned budget and control of expenditures.
Interpret, apply, and explain the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
Maintain records and prepare reports.
Implement and supervise training programs.
Supervise and ensure the proper control and discipline among prisoners.
Analyze situations carefully and adopt effective courses of action.
Communicate with inmates and inmates families.
Interact effectively with individuals from diverse backgrounds.
Effectively represent the Department of Corrections with the public, inmates, community organizations, and other government agencies.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Four years of Correctional Officer experience including one year of lead supervisory responsibilities comparable to that of a Correctional Corporal with Madera County.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in criminology, criminal justice, or a related field.

License or Certificate:

Completion of requirements for California Penal Code 832 with firearms and chemical weaponry training.
Completion of Board of Corrections' Corrections Officer Basic Academy and Supervising Core Course.
Possession of, or ability to obtain, CPR and First Aid certification.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, twist, and climb; exposure to noise, chemicals, bodily fluids, infectious diseases, and potentially hostile and violent situations; some positions may require the ability to travel to different sites and locations; availability for shift work.

Must meet physical, background, and job related standards as established by the State of California and Madera County to ensure safety of department personnel and the general public.

Effective Date: May, 1995